

**BURLINGTON COUNTY INSURANCE POOL
JOINT INSURANCE FUND
BCIP JIF**

TO: Fund Trustees
Fund Delegates
Fund Professionals
Risk Management Consultants

FROM: Craig H. Wilkie, Deputy Executive Director
Scott C. Tennant, Deputy Executive Director
Brad Hoffman, Deputy Executive Director

DATE: September 7, 2016

SUBJECT: AGENDA – **Wednesday, September 14, 2016**

Enclosed please find the agenda packet for the next meeting to be held **Wednesday, September 14, 2016** with Executive Session beginning at **1:15 p.m.** and Open Session beginning at **1:30 p.m.** at the Lenape Regional High School District Administration Building, 93 Willow Grove Road, Shamong, NJ 08088.

If you have any questions, please do not hesitate to contact our office at (856) 446-9100.



Burlington County Insurance Pool Joint Insurance Fund

**Lenape Regional High School Administration Building
Conference Training Room
93 Willow Grove Road
Shamong Twp., NJ 08088**

Wednesday, September 14, 2016 - 1:15 PM

AGENDA

- I. Call to Order of the Open Session
- II. Statement of Compliance with Open Public Meetings Act
 - A. Notice of this meeting was given by sending sufficient notice herewith to the *Burlington County Times*.
 - B. Filing advance written notice of this meeting with each member district; and
 - C. By mailing advance written notice to the clerk of each municipality located within the boundaries of all Burlington County Insurance Pool Joint Insurance Fund members.
- III. Roll Call
 - A. **2016-17 Trustees**
 - Robert J. Wachter, Jr., Mt. Laurel Township BOE, President (SPELL Alternate #2)
 - Cynthia McClain, Voorhees Township BOE, Vice-President
 - Mark Stratton, Haddon Heights BOE, Secretary
 - James H. Hager, Lenape RHSD
 - Thomas J. Fanuka, Lumberton Township BOE (SPELL Chair, Trustee #1)
 - Barbara Godfrey, Southampton Township BOE (SPELL Alternate #1)
 - Joanne E. Clement, Clementon BOE
 - Kathleen Huder, Lindenwold BOE
 - Richard J. Kaz, Jr., Northern Burlington County RSD (SPELL Trustee #2)
 - 2016-17 Alternate Trustees**
 - Beth Ann Coleman, Collingswood Public Schools/Oaklyn Public School District
 - Dennis Nettleton, Ewing Township Public Schools
 - 2016-17 Delegates**
 - Raymond Coxe, Burlington City BOE
 - Joanne D'Angelo, Delanco Township BOE
 - Marian Smith, Eastampton Township BOE
 - Diana Schiraldi, Eastern Camden County RSD
 - John Recchinti, Evesham Township School District
 - Jennifer Gauld, Haddon Township BOE
 - John Deserable, Haddonfield BOE
 - Greg Gontowski, Magnolia Public School/Merchantville BOE/Woodlynne BOE
 - Michael Colling, Medford Lakes School District
 - Marie Goodwin, Medford Township Public Schools
 - Tanya Dawson, Mercer County SSSD/Mercer County Area Vocational Technical Schools
 - Paul Whitman, Moorestown Township Public School District
 - William Gerson, Mount Ephraim BOE
 - Evon DiGangi, Mount Holly Township Public Schools
 - Amy Lerner, North Hanover Township School District
 - Jodi Lennon, Riverside Township BOE
 - Laura Archer, Shamong Township School District
 - Bruce Benedetti, Springfield Township BOE

- Judith Jackson, Tabernacle Township School District
- Tracy McGuire, Westampton Township Public Schools

B. Fund Professionals

- Craig H. Wilkie, Area Vice President – AJGRMS, Inc.
- Scott C. Tennant, Area Vice President – AJGRMS, Inc.
- Bradford Hoffman, Area Vice President – AJGRMS, Inc.
- Jennifer Fox, Sr. Account Manager – AJGRMS, Inc.
- John W. Geitz, Safety Coordinator – Risk Assessment Services, LLC
- Louis J. Greco, Esq. – Fund Solicitor
- Chris Roselli, Claims Administrator – Qual-Lynx
- James D. Weber, Assistant Safety Coordinator – Risk Assessment Services. LLC
- Karen Beatty, Client Service Manager – Qual-Lynx, Inc.

C. Risk Management Consultants

- John McCrudden & Bonnie Ridolfino, Hardenbergh Insurance Group, Inc. – Collingswood Public Schools/Eastern Camden County RSD/ Haddon Township BOE/Oaklyn Public School District
- Bonnie Ridolfino, Hardenbergh Insurance Group, Inc. – Haddon Heights BOE /Merchantville BOE/ Magnolia Public School
- Timothy Irons, Insurance Agency Management, Inc. – Mt. Holly Township Public Schools
- Chris Powell, Hardenbergh Insurance Group, Inc. – Lindenwold BOE
- Steve Walsh, EJA/Capacity – North Hanover Township BOE/Westampton Township Public Schools

IV. MOTION REQUESTED – To open the voting to all Delegates present.

A request may be made by the Trustees of the BCIP JIF that the business of the Fund at this meeting be conducted directly by the Delegates present with all matters to be decided upon by a combined majority vote of all Delegates and Trustees present and voting.

V. MOTION REQUESTED - Resolution 2016-16 to approve Payment Authorization Request(s) as presented in Closed Session.

VI. Approval of Minutes – ADOPTION

- A. May 11, 2016 minutes Pages 6-15

VII. Professional Reports

A. Attorney

- 1. Significant Outcomes for Summer of 2016..... Pages 16-18

B. Claims Administrator

- 1. Subrogation Report (as of 8/31/16)..... Pages 19-20
- 2. Adjuster Pendings Pages 21-24
- 3. Emergency PAR Stewardship Report Page 25
- 4. Lessons Learned from Losses Page 26

C. Managed Care Provider

- 1. Managed Care Reports Pages 27-32

D.	Student Accident Program	
	1. Status Report.....	Page 33
E.	Executive Director/Underwriting & Finance Director Report.....	Pages 34-38
	1. EXECUTIVE DIRECTOR	
	a. Welcome New Delegates	Summary
	b. 2016-17 Program Enhancements	Pages 39-40
	c. Resolution 2016-17 Panel Physicians – MOTION REQUESTED	Pages 41-43
	d. Safety Incentive Program – Rollover of Award Monies – MOTION REQUESTED	Summary
	e. Annual Spring Dinner Meeting	Pages 44-52
	f. 2016 PRIMA Conference Report.....	Page 53
	g. SPELL HR Helpline.....	Pages 54-55
	h. Environmental Management Seminar Held on July 20, 2016.....	Pages 56-62
	i. Boiler Operator Refresher Training Held on August 11, 2016.....	Summary
	j. SPELL JIF Joint Retreat – September 28-30, 2016	Pages 63-64
	k. NJSBA/NJASBO/NJASA Fall Conference	Summary
	l. State of the Fund Dinner	Summary
	m. Items Updated on SPELLJIF.com	Summary
	n. Unmanned Aerial Systems (UAS) – Drones Update	Summary
	o. 2017-18 Membership Renewals	Summary
	p. Marketing/Growth.....	Summary
	q. Kids Chance of NJ Scholarships	Summary
	r. Maintaining Safe Schools (6/16, 7/16, 8/16, and 9/16)..... E-mailed to Business Administrators <i>(The SPELL JIF purchased the rights to copy this newsletter to Owner Group members only. If you wish to reproduce any part of this newsletter to share with someone within your district, you must first complete a form and contact LRP Publications for their approval).</i>	
	s. Key Dates.....	Summary
	2. UNDERWRITING AND FINANCE DIRECTOR	
	a. District/Fund Status.....	Page 65
	b. 2016-2017 Plan of Risk Management	Summary
	c. 2016-2017 Renewal.....	Summary
	d. Duff & Phelps (formerly American Appraisal) Questionnaire	Summary
	e. NJ DOL Compliance Enforcement Cross Match	Summary
	f. Letter to Division of Workers Compensation with Campus Information	Summary
	g. 2015-2016 & 2016-2017 Administrative Matter Defense Reimbursement ...	Summary
	h. Certificates of Insurance Report (5/1/16-8/31/16).....	Pages 66-77
F.	Safety Coordinator/Right to Know Coordinator	
	1. Summer Activities and September/October Agenda	Pages 78-81
	2. Safety Notice – Back to School	Pages 82-83
G.	Treasurer - MOTION REQUESTED	
	1. June, July, August Approval Memos and Bill Lists	Pages 84-89
	2. September Bill List.....	Page 90
	3. Treasurer’s Reports (April-July 2016).....	Pages 91-114

- VIII. **MOTION REQUESTED - Resolution 2016-18** to meet in Closed Session on November 9, 2016 at the Lenape Regional High School Administration Building, Conference Training Room, 93 Willow Grove Road, Shamong Township, New Jersey.
- IX. Miscellaneous Business and Public Comment
- X. **MOTION REQUESTED** – To Adjourn